@gmail.com

2 July 2025

Our Ref: FOI25-26-021

Dear Mr

Thank you for your email of 11 June 2025 in which you requested the following information under the Freedom of Information Act:

1. Please provide a **complete and current extract** of your organisation's **contract register** or equivalent database. We are not asking you to compile new information or manually populate missing fields – we simply request the register in its **existing form**, preferably in **Excel or CSV format**.
Where available, we are particularly interested in the following fields (though this is not a strict requirement):

Contract Title
Supplier Name
Estimated Spend (Total or Annual)
Contract Duration and Total Period (including extensions)
Contract Start and Expiry Dates
Review Date
Contract Description
Contract Owner (Name, Job Title, Contact Details if available)
Contract Notes
Managing Department
Award Date
Participating Organisations
Procurement Category
Framework or Tender References
Central Purchasing Body
Classification Codes (CPV, Pro-Class, etc.)

Please don't spend time populating these fields if they aren't readily available – we welcome receiving the raw register as it exists in your system.

2. Total Number of Active Contracts
Please confirm the total number of contracts currently listed as active.

3. Procurement Strategy (2025/2026)
Please provide your organisation's Procurement Strategy for 2025/2026.
If this is part of a multi-year strategy (e.g., 2024–2028), please provide the most recent version covering 2025/2026 or indicate when this will be available.

If any parts are redacted, please identify the redacted sections and the reason.

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4. Contact Information
If possible, please provide the name, job title, phone number, and email address for the following roles:

- Responsible officer for API access or data sharing (if applicable)
  Individual managing the contract register
  Finance Director
  Head/Director of Procurement or Purchasing
  Head/Director of ICT
  Head of Estates and Facilities
  Relevant Committee Member, Councillor, or Board Member for Procurement/Finance

If direct contact details are restricted due to GDPR, please indicate the best department or method of contact.

5. Additional Notes
If your contract register is available via an online portal, please ensure all records are accessible (as some portals may only show summary data).

If your organisation uses a contract management system or CRM, please confirm whether it allows for data exports.

If you intend to withhold spend figures, please note that we are requesting an **overall total or indicative spend** only – not a line-by-line financial breakdown.

Your request was handled under the terms of the Freedom of Information Act 2000.

Under the Freedom of Information Act 2000 ('the Act'), you have the right to:

- Know whether we hold the information you require, other than where there is a 'Neither Confirm Nor Deny' exemption.
- Be provided with that information (subject to any exemptions under the Act which may apply).

I can confirm that UKSBS holds some of the nformation you have requested. Please find our responses below:

Q1. **Contracts Register**

It is not possible to electronically search for the information you have requested in relation to question 1 as we hold no central register. In order for UKSBS to provide the information in the format requested this would require an extensive manual review of all contracts held. We hold in excess of 100 contracts which would take approximately 15 minutes to review each one, therefore this would clearly take far longer than the 18 hours prescribed by Section 12 of the Freedom of Information Act.

Section 17 of the Freedom of Information Act 2000 requires UKSBS, when refusing to provide information (because the information is exempt) to provide you the applicant with a notice which: (a) states the fact, (b) specifies the exemption in question and (c) states (if not otherwise apparent) why the exemption applies.

In relation to your request Section 12 applies.

Section 12(1) – Fee Regulations states:
Section 1(1) of the Act does not oblige a public authority to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit. (As detailed in the Data Protection and Freedom of Information Fees Regulations of 2004)

The appropriate limit at the moment is £450 calculated at an hourly rate of £25 per hour for all staff time incurred in:

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i. Determining whether information is held
ii. Locating it
iii. Retrieving it
iv. Extracting the information to be disclosed from the other information.

In accordance with the Act, this letter represents a Refusal Notice for this part of your request.

Q2. Total Number of Active Contracts

UKSBS has 104 contracts live at the time of responding

Q3. Procurement Strategy (2025/2026)

We do not have a Procurement Strategy at UKSBS. We do hold a Procurement Policy which is reviewed and updated annually, this has been supplied. We have redacted hyperlinks to other internal documents as they are not part of the Corporate Procurement Policy and we have redacted names as exemption under Section 40(2) applies.

Q4. Contact Information

Section 40(2) Personal Information

Section 40(2) applies to third party personal data. This would not be released under the Freedom of Information Act unless there is a strong public interest. The disclosure of any information which could lead to the identification of an individual would breach the Data Protection Principles contained with the Data Protection Act 2018, namely the first principle which states that personal data shall be processed lawfully, fairly and in a transparent manner in relation to individuals.

This exemption is absolute and class based therefore I am not required to apply either the public interest test or harm test in disclosure.

In accordance with the Act, this letter represents a Refusal Notice for this part of your request.

Q5 Additional Notes

Bullet 1 - Please see response to question 1
Bullet 2 - Our system does allow for data exports, please refer to question 1
Bullet 3 - UKSBS Ltd procurement total spend to date this FY25/26 (01/04/25 to 30/06/25) equates to £5,349,083.95

By way of assistance some of the information you have requested or useful information may be found via the following links:

Find a Tender

Contracts Finder - GOV.UK

I trust this information is of assistance.

If you are dissatisfied with the above response you have a right to request a review of your Freedom of Information request. Details of the complaints and review procedure are appended to this letter.

Yours sincerely

UKSBS Freedom of Information Team

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